

TANZA WATER DISTRICT

TOOLS AND EQUIPMENT CONTROL PROCEDURE

Type of Document: Quality Management System Procedures
Document No. TWD-QP-AGS-009 Rev. no. Ø

Page 1 of 4

| Execution Date | Rev. No. | Revision Type | Change Description | Page Affected | Originator |
|----------------|----------|---------------|--|---------------|------------|
| NOV 04 2016 | Ø | New | Newly established in accordance to the ISO 9001:2015 requirements. | - | AGS |

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|  | <h1>Tools and Equipment Control Procedure</h1> | Document No. : TWD-QP-AGS-009 |
| | | Revision Level : Ø |
| | | Page : Page 2 of 4 |

1.0 OBJECTIVE

This procedure describes the process of handling tools and equipment of TANZA WATER DISTRICT in its operation.

2.0 SCOPE

This procedure covers the activities involving tools and equipment being used by TANZA WATER DISTRICT in its operation from the actual receipt to issuance and return, proper handling and storage.

3.0 DEFINITION OF TERMS

- 3.1 TEIS – Tools and Equipment Issue Slip. Used to request tools and equipment to be used by the maintenance crews to carry out work assignments.
- 3.2 AGSD – Administrative and General Services Division.
- 3.3 Tools and Equipment Monitoring Report – refers to report prepared by the Property Custodian, Supply Officer or any AGSD personnel in-charge monthly in handling tools and equipment.

4.0 REFERENCE DOCUMENTS

- 4.1 Warehousing Control Procedure
- 4.2 Infrastructure and Equipment Preventive Maintenance and Repair Procedure

5.0 RESPONSIBILITY AND AUTHORITY

- 5.1 The Division Manager of AGSD shall be responsible for the following:
 - 5.1.1 assigning personnel who will be in-charge of the control of tools and equipment.
 - 5.1.2 defining and consistently reviewing procedures of handling tools and equipment so as to implement improvement whenever necessary.
- 5.2 The Property Custodian, Supply Officer or any AGSD personnel shall be responsible for the following:
 - 5.2.1 Issuance of tools and equipment needed by the maintenance crews to carry-out work assignments.
 - 5.2.2 Preparation of monthly inventory report of all tools and equipment at the warehouse.
- 5.3 The Maintenance Crews shall be responsible for the proper care of tools and equipment used and ensure that the same are cleaned upon return to the warehouse.

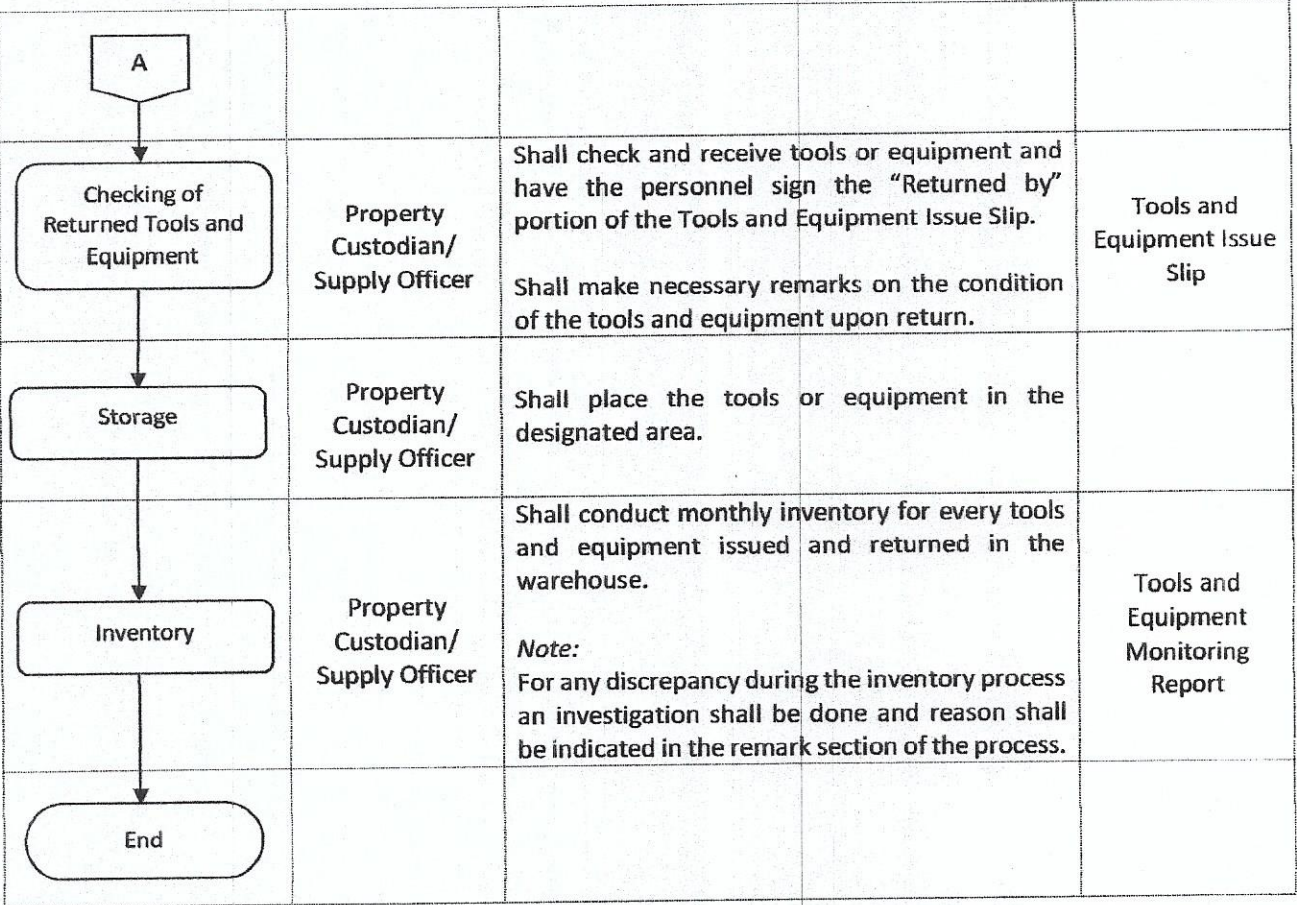
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6.0 PROCEDURE DETAILS

6.1 Tools and Equipment Issuance and Inventory

| Process Flow | In-charge | Process Description | Records |
|--------------------------------|------------------------------------|--|--------------------------------|
| Start | | | |
| Request of Tools and Equipment | Requesting Personnel | Shall accomplish the Tools and Equipment Issue Slip to indicate tools and equipment to be withdrawn from the warehouse. | Tools and Equipment Issue Slip |
| Issuance | Property Custodian/ Supply Officer | Shall issue the requested tools or equipment after checking if slip is properly accomplished and the tools or equipment are available. | Tools and Equipment Issue Slip |
| Use of Tools and Equipment | Requesting Personnel | Shall use the tools or equipment with utmost care. <i>Note:</i> If tools or equipment encounters sudden breakdown or malfunction, report the same to the AGSD personnel in-charge of the maintenance of equipment. (Refer to Infrastructure and Equipment Preventive Maintenance and Repair Procedure) | |
| Return of Tools and Equipment | Requesting Personnel | Shall clean the tools or equipment requested and return the same to the warehouse before the day ends. <i>Note:</i> The Property Custodian shall not allow that tools or equipment will not be returned to the warehouse every day. | |
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6.2 Reports

| Reports | Frequency | Responsible |
|---------------------------------------|-----------|---------------------------------------|
| Tools and Equipment Monitoring Report | Monthly | Property Custodian/ Supply Officer |

7.0 PERFORMANCE INDICATORS

7.1 All tools and equipment are properly managed, maintained and monitored so as to maximize its functions to their fullest potential.

8.0 ATTACHMENTS AND FORMS

- 8.1 Form 1 – Tools and Equipment Issue Slip
- 8.2 Form 2 – Tools and Equipment Monitoring Report

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Republic of the Philippines
TANZA WATER DISTRICT
Tanza, Cavite

TOOLS AND EQUIPMENT ISSUE SLIP

Date: _____

TEIS No.: _____

| ITEM NO. | DESCRIPTION | QTY. | QTY. | REMARKS | | |
|----------------|-------------|---------------|--------------|------------|--------------|--------------|
| | | ISSUED | RETURNED | | | |
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| PURPOSE: _____ | | | | | | |
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| | | Requested by: | Approved by: | Issued by: | Received by: | Returned by: |
| Signature | | | | | | |
| Printed Name | | | | | | |
| Designation | | | | | | |
| Date | | | | | | |



Republic of the Philippines
TANZA WATER DISTRICT
Tanza, Cavite

TOOLS AND EQUIPMENT ISSUE SLIP

Date: _____

TEIS No.: _____

| ITEM NO. | DESCRIPTION | QTY. | QTY. | REMARKS | | |
|----------------------|-------------|-----------------|--------------|------------|--------------|--------------|
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| PURPOSE: _____ | | | | | | |
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| Signature | | | | | | |
| Printed Name | | | | | | |
| Designation | | | | | | |
| Date | | | | | | |

TOOLS AND EQUIPMENT MONITORING REPORT
For the month of _____

[illegible]